# CHRIS User Guide: Manager View

The Manager View offers secure, real-time access to view employee personnel information including Assignment, Position, Personal, Obligation Dates, Salary, Benefits, Awards and Bonus, Performance, Personnel Actions, Clearance, Training and Leave.

The Manager Self-Service View is easy-to-use and brings key information together in one place which allows for quick access to employee personnel information.

Double click Manager Self-Service

Double Click Manager Views
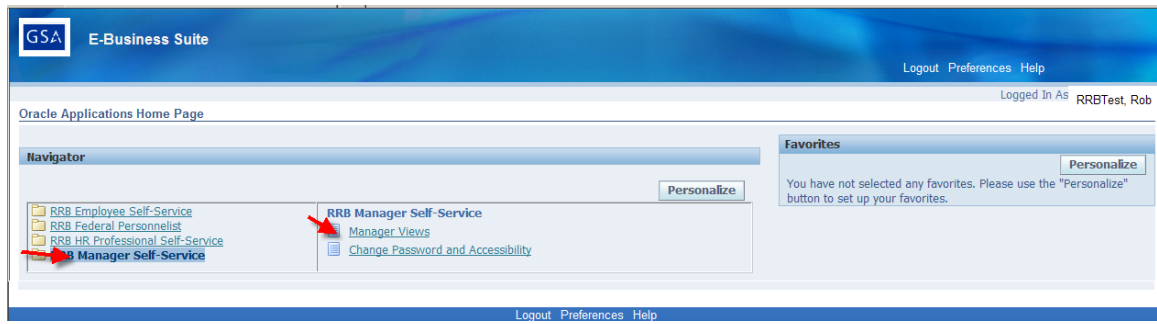
- The "My Employee Information" page opens – The page will display the employees assigned to the Manager that has logged on.

- The employees are displayed in the "My Employee Information" list by Last Name followed by First Name.

- You can view multiple records or one at a time

My Employee Information

| Assignment | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions |

Focus	Name	Pay Plan and Grade	Occupational Series	Position	Organization	Duty St:
	⊟ GSATest, Bob					
	GSATest, Roger	GS-13	Human Resources Management (0201)	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	1716700: Chicago,
⊕	⊞ GSATest, Anna	GS-14	Human Resources Management (0201)	Supv HR Spec (Emp/Labor Rel).RR00.0201-14-02.002	HR05000A	1716700: Chicago,
	GSATest, Emily	GS-07	Human Resource Assistance (0203)	HR Asst (Info Systems).RR00.0203-07-01.001	HR00000A	1716700: Chicago,
	GSATest, Jeremy	GS-11	Human Resources Management (0201)	HR Management Specialist.RR00.0201-11-03.001	HR00000A	1716700: Chicago,
⊕	⊞ GSATest, Kayne	GS-14	Human Resources Management (0201)	Supv HR Specialist.RR00.0201-14-01.002	HR02000A	1716700: Chicago,

Other Features

As a Manager, you could also have one or more supervisors that have employees that report to them. The employee names with the "expand" icon next to their name, denotes a supervisory position. Click on the "expand" icon ⊞ to view the employees that report directly to this supervisor.

⊕	⊞ GSATest, Anna	GS-14	Human Resources Management (0201)	Supv HR Spec (Emp/Labor Rel).RR00.0201-14-02.002	HR05000A	1716700 Chicago,

My Employee Information

Assignment	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions

⊕

Focus	Name	Pay Plan and Grade	Occupational Series	Position	Organization
	⊟ GSATest, Bob				
	GSATest, Roger	GS-13	Human Resources Management (0201)	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A
⊕	⊞ GSATest, Anna	GS-14	Human Resources Management (0201)	Supv HR Spec (Emp/Labor Rel).RR00.0201-14-02.002	HR05000A
	GSATest, Emily	GS-07	Human Resource Assistance (0203)	HR Asst (Info Systems).RR00.0203-07-01.001	HR00000A
	GSATest, Jeremy	GS-11	Human Resources Management (0201)	HR Management Specialist.RR00.0201-11-03.001	HR00000A
⊕	⊞ GSATest, Kayne	GS-14	Human Resources Management (0201)	Supv HR Specialist.RR00.0201-14-01.002	HR02000A

Summary

To view a summary of all the employees the manager supervises, click on the tab(s) you wish to view (Assignment, Personal, Salary, Awards and Bonuses, Performance, Personnel Actions).

Assignment

My Employee Information   View [Hierarchy ▼] [Go]

Assignment	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions

⊕

Focus	Name	Pay Plan and Grade	Occupational Series	Position	Organization	Duty Station	Employee Number	Contingent Worker Number	Hire Date
	⊟ GSATest, Bob								
	GSATest, Roger	GS-13	Human Resources Management (0201)	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	171670031 - Chicago, IL	892		12-Jun-1989
⊕	⊞ GSATest, Anna	GS-14	Human Resources Management (0201)	Supv HR Spec (Emp/Labor Rel).RR00.0201-14-02.002	HR05000A	171670031 - Chicago, IL	884		18-May-2003
	GSATest, Emily	GS-07	Human Resource Assistance (0203)	HR Asst (Info Systems).RR00.0203-07-01.001	HR00000A	171670031 - Chicago, IL	623		08-Dec-1986
	GSATest, Jeremy	GS-11	Human Resources Management (0201)	HR Management Specialist.RR00.0201-11-03.001	HR00000A	171670031 - Chicago, IL	1173		23-May-2007
⊕	⊞ GSATest, Kayne	GS-14	Human Resources Management (0201)	Supv HR Specialist.RR00.0201-14-01.002	HR02000A	171670031 - Chicago, IL	569		03-Mar-1975

Personal

Focus Name		Employee Number	Hire Date	Contingent Worker Number	Appointment Type	Type of Employment	Email Address
⊟	GSATest, Bob						
	GSATest, Roger	892	12-Jun-1989		Competitive -- Career	Full Time Employee In Pay Status	
⊕ ⊞	GSATest, Anna	884	18-May-2003		Competitive -- Career	Full Time Employee In Pay Status	
	GSATest, Emily	623	08-Dec-1986		Competitive -- Career	Full Time Employee In Pay Status	
	GSATest, Jeremy	1173	23-May-2007		Competitive -- Career-Conditional	Full Time Employee In Pay Status	
⊕ ⊞	GSATest, Kayne	569	03-Mar-1975		Competitive -- Career	Full Time Employee In Pay Status	

Salary Tab

Focus Name		Pay Plan and Grade	Position	Organization	Basic Pay	Locality Pay or SR Supplement	Other Pay	Total Pay
⊟	GSATest, Bob							
	GSATest, Roger	GS-13	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	83,619.00	20,988.00		104,607.00
⊕ ⊞	GSATest, Anna	GS-14	Supv HR Spec (Emp/Labor Rel).RR00.0201-14-02.002	HR05000A	101,635.00	25,510.00		127,145.00
	GSATest, Emily	GS-07	HR Asst (Info Systems).RR00.0203-07-01.001	HR00000A	44,176.00	11,088.00		55,264.00
	GSATest, Jeremy	GS-11	HR Management Specialist.RR00.0201-11-03.001	HR00000A	53,639.00	13,463.00		67,102.00
⊕ ⊞	GSATest, Kayne	GS-14	Supv HR Specialist.RR00.0201-14-01.002	HR02000A	110,104.00	27,636.00		137,740.00

Awards and Bonuses

Focus Name		Position	Organization	Duty Station	Awards	Bonuses
⊟	GSATest, Bob					
	GSATest, Roger	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	171670031 - Chicago, IL	Yes	No
⊕ ⊞	GSATest, Anna	Supv HR Spec (Emp/Labor Rel).RR00.0201-14-02.002	HR05000A	171670031 - Chicago, IL	Yes	No
	GSATest, Emily	HR Asst (Info Systems).RR00.0203-07-01.001	HR00000A	171670031 - Chicago, IL	Yes	No
	GSATest, Jeremy	HR Management Specialist.RR00.0201-11-03.001	HR00000A	171670031 - Chicago, IL	Yes	No
⊕ ⊞	GSATest, Kayne	Supv HR Specialist.RR00.0201-14-01.002	HR02000A	171670031 - Chicago, IL	Yes	No

Performance Tab

Focus Name		Latest Performance Rating	Employee Number
⊟	GSATest, Bob		
	GSATest, Roger	Outstanding	892
	GSATest, Anna	Outstanding	884
	GSATest, Emily	Outstanding	623
	GSATest, Jeremy	Not Rated. Not yet rcvd rating of rcrd under agcy aprsl sys	1173
	GSATest, Kayne	Outstanding	569

Personnel Actions

Detailed Employee Information

To view detailed information related to an employee, select the employee name by clicking on it.

Viewing individual Employee Records

General Information
The Header page displays a summary of the employee's current information. This information is viewable from any of the tabs selected.

My Employee Information >
   GSATest, Roger

Effective Date 03-Jan-2010
The following section displays the summary as of the effective date.

Assignment Start Date	22-Jul-2007	Assignment End Date	
Assignment Status	Active Appointment	Employee Number	892
Position	HR Specialist (Info Systems).RR00.0201-13-03.001	Occupational Series	Human Resources Management (0201)
Pay Plan and Grade	GS-13	Step or Rate	06
Total Pay	104,607.00 USD	Organization	HR00000A
Office Symbol	HR00000A	Duty Station	171670031 - Chicago, IL
Supervisor	GSATest, Bob	Latest Personnel Action	894 - Gen Adj
Latest Performance Rating	5 - Outstanding	Email Address	

How to Show/Hide Information

The Details is defaulted to "Show" and displays additional information available in the employee's record. Click the "Hide" ⊟ Hide link to close the folder (viewable data).

Details	Effective Date	Pay Plan and Grade	Occupational Series	Position	Organization	Duty Station	Assig
⊟Hide	20-Dec-2009	GS-13	Human Resources Management (0201)	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	171670031 - Chicago, IL	Active

Step or Rate	06	Work Schedule	F - Full-Time
Part-Time Hours Biweekly		Pay Rate Determinant	0 - Regular Rate
WGI Due Date	18-Jul-2010	WGI Pay Date	18-Jul-2010
Last Equivalent Increase	20-Jul-2008	Key Emergency Essential	
Part-time Indicator		Tenure	Permanent - Tenure Group 1
Annuitant Indicator	Not Applicable	Assignment NTE Start Date	
Assignment NTE Date		Leave Without Pay Start Date	
Leave Without Pay End Date		Suspension Start Date	
Suspension End Date		Furlough Start Date	
Furlough End Date		Leave With Pay Start Date	
Leave With Pay End Date		Hire Date	12-Jun-1989
Email Address		Calculation Pay Table	0000 Oracle Federal Standard FS, FX, GS, GG) No. 0000

Click the "Show" ⊞ Show link to open the folder and view the additional information available in the employee's record.

Details	Effective Date	Pay Plan and Grade	Occupational Series	Position	Organization	Duty Station	Assignment Status
⊞Show	20-Dec-2009	GS-13	Human Resources Management (0201)	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	171670031 - Chicago, IL	Active Appointment

Information Tabs
The following tabs are used to access employee personnel information

Assignment Tab
Contains current assignment information

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Details	Effective Date	Pay Plan and Grade	Occupational Series	Position	Organization	Duty Station	Assignment Status
☐ Hide	18-Jul-2010	GS-13	Human Resources Management (0201)	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	171670031 - Chicago, IL	Active Appointment

Step or Rate	07	Work Schedule	F - Full-Time
Part-Time Hours Biweekly		Pay Rate Determinant	0 - Regular Rate
WGI Due Date	14-Jul-2013	WGI Pay Date	14-Jul-2013
Last Equivalent Increase	18-Jul-2010	Key Emergency Essential	
Part-time Indicator		Tenure	Permanent - Tenure Group 1
Annuitant Indicator	Not Applicable	Assignment NTE Start Date	
Assignment NTE Date		Leave Without Pay Start Date	
Leave Without Pay End Date		Suspension Start Date	
Suspension End Date		Furlough Start Date	
Furlough End Date		Leave With Pay Start Date	
Leave With Pay End Date		Hire Date	12-Jun-1989
Email Address		Calculation Pay Table	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

Employee Detail Information

Details	Begin Date	End Date	Position Number	Position Title	Grade	Job	Organization	Location
	No results found.							

Position Tab
Contains current position information

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Details	Effective Date	Valid Pay Plan and Grade	Occupational Series	Position	Organization	Duty Station
☐ Hide	22-Jul-2007	GS-13	Human Resources Management (0201)	HR Specialist (Info Systems).RR00.0201-13-03.001	HR00000A	171670031 - Chicago, IL

Supervisory Status	Non-Supervisory	Personnel Office ID	Bureau of Personnel (1551)
Target Grade		Work Schedule	F - Full-Time
Part-Time Hours Biweekly		Pay Basis	PA - Per Annum
FLSA Category	E - Exempt	Bargaining Unit Status	8888 - Ineligible for Inclusion In A Bargaining Unit
Position Working Title		Position Type	Single Incumbent
Pay Table ID	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000	Position Sensitivity	Nonsensitive (NS) National Security Risk
Security Access		Appropriation Code	HR000
Employment Category Group	Salaried	Office Symbol	HR00000A
Occupation Category Code	Administrative	Competitive Level	C
Functional Class	Not Applicable	Type Employee Supervised	NOT APPLICABLE
Competitive Area		Position Occupied	Competitive Service
Classification Official	Servicing Classification Office (General)	Language Required	
Drug Test		Financial Statement	N/A
Training Program ID	YY - Not Applicable	Key Emergency Essential	Position Not Designated Emergency-Essential Or Key
LEO Position Indicator	No Applicable Program	Computer Position Indicator	No

Additional Position Information

Details	Effective Date	Date Position Established	Date Started Present Position	Payroll Block Number
☐ Hide	22-Jul-2007	22-Jul-2007	22-Jul-2007	RR150

Personal Tab

Contains employee personal information

Note: Ethnicity and Race, Gender, Handicap Code and Date of Birth are not displayed under Manager Self-Service views

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Previous 1-1 Next 1

Details	Effective Date	Person Type	Employee Number	Contingent Worker Number	SCD Leave
Hide	22-Jul-2007	Employee	892		12-Jun-1989

EHRI Employee ID		Date Last Promotion 22-Jul-2007
Agency Code Transfer From		Veterans Preference None
Veterans Preference for RIF No		Veterans Status Not A Vietnam-Era Veteran
Appointment Type Competitive -- Career		Type of Employment Full Time Employee In Pay Status
Reserve Category		Current Appointment Authority (1) AYM
Current Appointment Authority (2)		Career Tenure Authority Code
Previous Retirement Coverage Never Covered		SCD Civilian 12-Jun-1989
SCD RIF 12-Jun-1989		SCD TSP 12-Jun-1989
SCD Retirement		SCD Special Retirement
SCD SES		Military Recall Status
Date Retired Uniform Service		Uniform Service Component
Uniform Service Designation		Retirement Grade
Military Retirement Waiver Indicator		Exception Retirement Pay Indicator
Creditable Military Service		Frozen Service
Date Conversion Career Begins		Date Conversion Career Due
Date Recmd Conversion Begins		Date Recmd Conversion Due
Date VRA Conversion Due		Military Discharge Type
Military Branch Type		Military Service Serial Number
Military Character of Service		Military Service Start Date
Military Service End Date		Active Uniformed Service Indicator
Selective Service Registration Indicator		Disability Retirement Notification Date
Retention Incentive Review Date		

Probation

Salary Tab

Contains employee's historical salary related information

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Previous 1-10 Next 10

Details	Effective Date	Basic Pay	Locality Pay or SR Supplement	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
Show	03-Jan-2010	83,619.00	20,988.00	104,607.00		104,607.00	25.1	USD
Show	20-Dec-2009	82,385.00	20,160.00	102,545.00		102,545.00	24.47	USD
Show	04-Jan-2009	80,031.00	19,584.00	99,615.00		99,615.00	24.47	USD
Show	07-Dec-2008	77,777.00	18,013.00	95,790.00		95,790.00	23.16	USD
Show	20-Jul-2008	75,489.00	17,483.00	92,972.00		92,972.00	23.16	USD
Show	06-Jan-2008	73,201.00	16,953.00	90,154.00		90,154.00	23.16	USD
Show	22-Jul-2007	71,415.00	15,561.00	86,976.00		86,976.00	21.79	USD
Show	07-Jan-2007	67,563.00	14,722.00	82,285.00		82,285.00	21.79	USD
Show	26-Nov-2006	66,430.00	14,050.00	80,480.00		80,480.00	21.15	USD
Show	29-Oct-2006	64,585.00	13,660.00	78,245.00		78,245.00	21.15	USD

Awards and Bonus Tab

Contains the employee's award or Bonus information

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Award Details

Previous 1-5 Next 5

Effective Date	Award Type	Amount or Hours	Award Percentage	Date Award Earned	Award Agency
20-Dec-2009	Quality Step Increase			20-Dec-2009	Railroad Retirement Board
07-Dec-2008	Quality Step Increase			07-Dec-2008	Railroad Retirement Board
25-Nov-2007	Performance Award	2609		07-Dec-2007	Railroad Retirement Board
07-Jan-2007	Individual Time Off	8		18-Jan-2007	Railroad Retirement Board
26-Nov-2006	Quality Step Increase			26-Nov-2006	Railroad Retirement Board

Bonus Details

Effective Date	Assignment Number	Bonus Type	Bonus Amount	Expiration Date
No results found.				

Performance Tab

Contains the employee's performance appraisal information

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Appraisal Type	Rating of Record Pattern	Performance Rating	Date Effective	Performance Rating Points	Date Appraisal Period Ends
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	01-Oct-2009	3.92	30-Sep-2009
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	01-Oct-2008	3.75	30-Sep-2008
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	01-Oct-2007	3.83	30-Sep-2007
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	30-Sep-2006	3.83	30-Sep-2006
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	30-Sep-2005	4.00	30-Sep-2005

Personnel Actions Tab

A list of the employee's personnel actions processed. You can select multiple SF-50s to view and/or print. You can either select the SF-50s individually or click on "Select All" to view/print all the SF-50s . Once you have made your selection, click on the View Selected [View Selected] Button. The employee's SSN and Date of Birth will not be displayed on the SF-50

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

View RPAs/NPAs [View Selected]   ◁ Previous [1-10 ▼] Next 10 ▷

Select All | Select None

Select	Effective Date	First Action	First Action Description	Second Action	Second Action Description	Approval Date	Status
☐	03-Jan-2010	894	Gen Adj			29-Dec-2009	Update HR Complete
☐	20-Dec-2009	892	Irreg Perf Pay			22-Dec-2009	Update HR Complete
☐	04-Jan-2009	894	Gen Adj			03-Jan-2009	Update HR Complete
☐	07-Dec-2008	892	Irreg Perf Pay			22-Dec-2008	Update HR Complete
☐	20-Jul-2008	893	Reg WRI			18-Jul-2008	Update HR Complete
☐	06-Jan-2008	894	Gen Adj			12-Jan-2008	Update HR Complete
☐	22-Jul-2007	702	Promotion			02-Aug-2007	Update HR Complete
☐	07-Jan-2007	894	Gen Adj			06-Jan-2007	Update HR Complete
☐	26-Nov-2006	892	Irreg Perf Pay			01-Dec-2006	Update HR Complete
☐	29-Oct-2006	893	Reg WRI			26-Oct-2006	Update HR Complete

Clearance Tab

Contains the employee's security and investigation information

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Current Security Level	Date Of Current Certification	Last Investigation	Date Of Last Investigation	Date Reinvestigation Due

Training Tab

Contains the employee's completed training information

| Assignment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions | Clearance | Training | Leave |

Details	Start Date	Completion Date	Training Title	Training Purpose	Training Type
⊞ Show	15-Apr-2008	15-Apr-2008	Business Objects Enterprise X1 Ri/R2: Adm Users & content	Develop Unavailable Skills	Training Program Area

Leave Tab

Contains the employee's leave information

Leave Information as of	19-Dec-2009		Absence Without Leave (AWOL) YTD	0
Leave Category	8		Military Leave YTD Hours Used	0
Annual Leave Used YTD	216.5		Military Leave Carry-Over Hours	0
Annual Leave Balance	83		Days Worked Since Last Increase	0
Sick Leave Used YTD	57		Donated Leave Code	0
Sick Leave Balance	105.5		Donated Leave Cumulative Hours Received	0
Leave Without Pay (LWOP) YTD	0		Donated Leave Cumulative Hours Used	0
Leave Without Pay (LWOP) Since Last Increase	0			

Other Features

If you select a single employee record and have completed your query of their detail record, you will click on the My Employee Information **My Employee Information** link to return to the My Employee Information screen.

The Advanced Search link allows you to search for employees using specific search criteria.
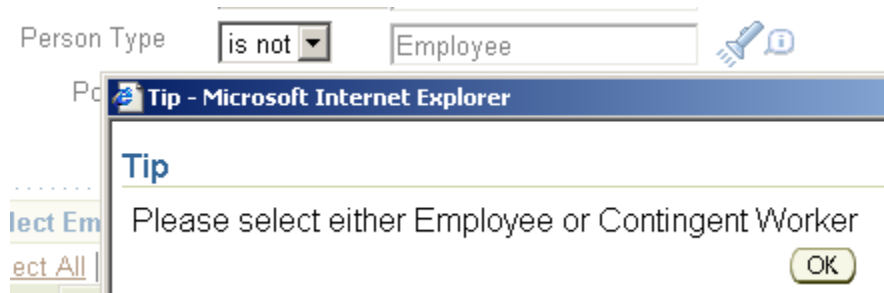
Click on the Advanced Search link


The Advanced Search screen opens.

Querying Tips

Queries are conducted in the Employees screen

- Last Name – First Name – search by name is case sensitive.

- You can view Tips for specific parameters and values by clicking on the Tip button. In the example below, you have two choices for Person Type: Employee or Contingent Worker.

- In addition to search criteria displayed, you may further narrow your search by clicking the "Add Another" List of Values Button and adding another parameter. Once you have made your selection, click the Add Add Button.
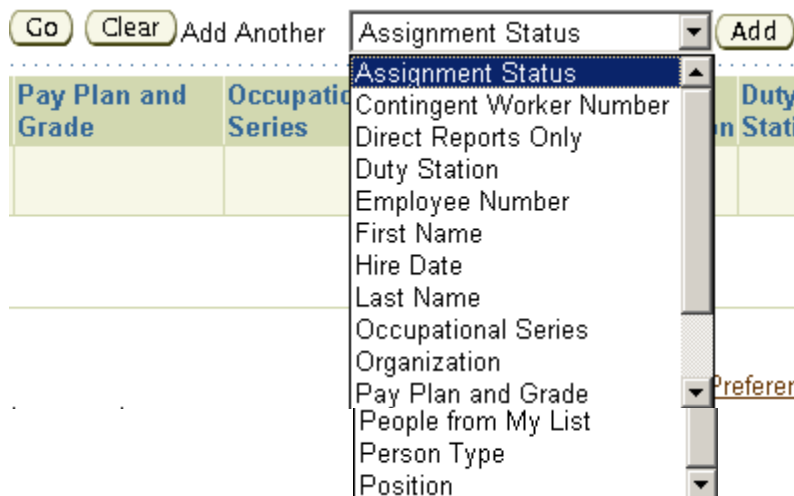
- You can query by Duty Station or City. First, add Duty Station parameter then click on the flashlight icon. This will take you to the Search and Select: Duty Station screen. To search by City, select City in the Search By drop down box, then enter the City you are searching by and click the Go Go button. See example below.

Search and Select: Duty Station

Cancel   Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Duty Station ▾] [_____] [Go]

Duty Station
Results City

Search By [City ▾] [Kansas City%] [Go]

Results

Select	Quick Select	Duty Station △	City
○		202820209	Kansas City, Wyandotte, KS
○		293900175	Kansas City, Randolph, MI
○		294120047	Kansas City, Clay, MO
○		294120095	Kansas City, Jackson, MO

- You must click the Go [Go] Button to begin the search. The Enter and Tab keys will not work.
- Query will display Employees, Contingent Workers and Ex-Employees. In the example below, the first name in the list is a current employee and displays data in all fields. The second is a Contingent worker and displays the Organization as the Agency, the Duty Station, Hire Date and Contingent Worker Number. The last name listed is an Ex-Employee. Currently separated employees only display Name and Employee Number in the Summary Views.
- Oracle displays employee names by Last Name then First Name.